



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807 • (562) 570-3654 • FAX (562) 570-3657 • TTY (562) 570-3760

REQUEST FOR QUALIFICATIONS #07-002

Integrated Environmental Training

I. Introduction

The City of Long Beach Workforce Development Bureau (Bureau) is soliciting proposals from qualified vendors to deliver training in environmental remediation, environmental health and occupational safety to assess, remediate, and prepare brownfields sites that are recipients of EPA cleanup grants in the City of Long Beach.

The Bureau will select a qualified vendor who demonstrates the capability of providing ten, ten-week sessions for an average of 20 trainees per cycle in the area of brownfields occupational skills training. Training must be industry-recognized course work. The selected vendor will provide training that complies with hazardous Waste Operations and Emergency Response Standards 29 CFR 1910.120, Federal-OSHA and Title 8, BISO 5192 and will be delivered by experienced, licensed instructors. Instructors must hold certifications from the State of California Specialized Training Institute (SCTI), Dosh Certificate of Registration for asbestos, HAZWOPER and Lead from the State of California – Division of Occupational Safety and Health. Certifications of completion must be recognized by brownfields general contractors as meeting the latest knowledge, skills and abilities that are looked for in selecting and retaining workers.

Interested and qualified training vendors who have experience and expertise in delivering state approved and industry recognized brownfields occupational skills training are invited to submit a proposal in accordance with the instructions indicated in this RFQ. Proposals will be scored on the following criteria:

Proposal Meets Training Needs	30 Points
Training Meets Industry Standards	20 Points
Cost	25 Points
Proposal Demonstrates Integrity, Compliance with Public Policy, and Technical and Financial Resources	15 Points
Quality Customer/Technical Support	10 Points

II. Background

The City of Long Beach serves as the grant recipient and administrative entity for federal, state and local workforce development grant programs. The Bureau administers these funds on behalf of the City and the Greater Long Beach Workforce Development Board and offers a wide array of programs and services for job seekers and businesses at no cost through the Career Transition Center (CTC), Youth Opportunity Center (YOC), Center for Working Families (CWF), and through contracts with community based youth providers.

Through community outreach, 200 low-income individuals ages 18 and up from brownfields-impacted communities will be enrolled in this project. The goal is for 85% of these residents to complete six certified brownfields training modules, 70% to be placed at environmental remediation projects throughout the City, and 75% of those placed in related environmental jobs and working at least nine months after graduation, ensuring sustainable employment

III. Training Required:

Each training session will be approximately 5-6 weeks in length. Sessions should include:

Week 1: - Orientation and Assessment, Life Skills Instruction, Realities of Employment, Hazardous Waste, Labor Market Overview, Sexual Harassment Prevention, CPR/Community First Aid (40 hours)

Week 2: - Cal OSHA/general industry standards course (40 hours)

Week 3: - Hazardous Waste Site Worker Protection and Emergency Response (HAZWOPER) – (40 hours)

Week 4: - Asbestos Abatement (32 hours) and Refinery Safety Operator (RSO) – (4 hours)

Week 5: - Lead Abatement (24 hours)

The Bureau is looking for a vendor who is capable of providing innovative training activities to include hazardous waste recognition and control (real-life simulated exercises), conceptual site model examples (the Triad Approach and other models used by brownfields contractors), safe work practices (brownfields legalities and workplace safety), emergency action protocols (students learn how to react and know what to do in an emergency), confined space entry (students learn about confined spaces and how to enter them in a safe way), hands-on monitoring experience (the monitoring experience is to help understand the impact of brownfields and hazardous waste remediation), mock simulations (brownfields remediation exercises and techniques), lab activities on hazardous materials/compounds (to understand various compounds that hazardous waste workers should anticipate on a brownfields site), and exposure to various equipment, clothing and breathing apparatuses most often utilized on a brownfields site (backhoe, front-end loader, lowboy, bulldozer, generators, hand tools, pressure washing/laser, diaphragm pump, air compressor, tractor, etc.).

V. Submission Requirements

Proposals must also respond to the following:

1. Organizational Background
 - a. Overview of your organization including how long you have been in business;
 - b. How long you have been delivering the proposed training;
 - c. Provide three current student/contractor references utilizing services similar in scope to this RFQ and summarize deliverables (if applicable);
 - d. Provide qualifications of proposed trainers.
2. Training:
 - a. Provide detailed course descriptions for each course listed in Section III above;
 - b. Describe your ability to deliver all of requested training;
 - c. Include a flow chart and timeframe describing an entire training module;
 - d. Describe how the training will lead to employment in environmental remediation of a related field;
 - e. Provide evidence that instructors hold certifications from the State of California Specialized Institute (SCTI), Dosh Certificate of Registration for asbestos, HAZWOPER and Lead from the State of California, Division of Occupational Safety and Health;

- f. Describe the type of certification students will receive and proof that the certification is recognized by brownfields/environmental remediation general contractors as meeting the latest knowledge, skills and abilities for employment in the field and job retentions;
 - g. Describe how your agency ensures quality customer service and technical support to its students.
3. Cost/Pricing
- a. List itemized pricing for all classes, uniforms, equipment, and related components;
 - b. Provide pricing for any additional expected costs.

VI. Proposal Guidelines

- 1. Provide three copies of the proposal in 12-point Arial font on 8 ½ x 11-inch white paper.
- 2. Complete Attachment A and include as the cover of your submission.
- 3. Provide evidence of insurance per Attachment B.
- 4. The proposal must be no longer than 7 pages. References excluded.
- 5. All pricing must be valid from the date of the proposal through December 31, 2007.

VII. General RFQ Guidelines

- 1. Eligible companies must not be on any Debarment or Suspension list(s) and must be in good standing with the Federal Internal Revenue Service and the state(s) in which business transactions take place.
- 2. Payment is contingent upon the satisfactory achievement of the standards and goals of the contract as determined by the City in accordance with negotiated completions and standards.
- 3. The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two agencies.
- 4. The City of Long Beach has the right to reject any proposals that do not conform to solicitation goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
- 5. All submissions become the property of the City. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
- 6. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either re-compete the procurement, or enter into a sole source agreement with the sole respondent.
- 7. The City reserves the right to select more than one party to provide these services.
The City reserves the right, at its discretion, to extend any resulting financial and non-financial agreement for an additional two years (with actual funding amounts based on performance and ability of state and federal funds) and continued project needs.
- 8. Questions regarding elements and requirements of the RFQ will be accepted in written format only. All questions should be either mailed/hand delivered to RFQ # 07 – 002 Review Team, Workforce Development Bureau, 3447 Atlantic Avenue, Long Beach, CA 90807; faxed to 562-570-3657, or emailed to sally_ghan@longbeach.gov. Questions and responses will be posted on the Bureau's website, www.longbeachworkforce.org.
- 9. Three copies of each proposal, of which one (1) must bear original signatures, should be submitted with Attachments A and insurance requirements (Attachment B) to the same address as listed above. The deadline to submit proposals is **4:00 p.m. on June 1, 2007.**

10. No late submissions, whether mailed or hand-delivered will be accepted.
11. Respondents may be asked to provide additional information as needed.
12. The submissions selected become part of the financial and/or non-financial agreements between the City and selected organization, and as such become public record. If the submission contains any confidential information it should be removed from the body of the response and placed in an Appendix.
13. This announcement and its attachments are an RFQ and are invitations for prospective individuals/firms/training organizations to respond. Although this solicitation is in RFQ format and follows RFQ conventions, the City expressly intends that the procurement of service providers is a professional service and is not bound solely by the lowest price, where costs apply.
14. Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services to stated training needs, and qualifications to provide such services.
15. Proposers must be Affirmative Action/Equal Employment Opportunity employers. Service providers will be required to meet EEO requirements as applicable.
16. Any entity selected to do business with the City of Long Beach must file insurance documentation with the City's Risk Manager. Refer to Exhibit B for insurance requirements.
17. Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and the Long Beach Workforce Investment Area policy set forth the guidelines for grievance procedures at the local level that arise in connection with WIA/federally funded programs operated by the City. These sections govern appeals of RFQ funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated:
 - a. A provision(s) of the Workforce Investment Act (Public Law 105-220) or its regulations; and/or
 - b. A provision(s) of the RFQ's stated process

There can be no appeal of the funding decision, unless based on either of the above circumstances.

Appeals must be in writing and cite the section of the law and/or RFQ that has been violated. Appeals must be filed within three (3) business days following issuance of the Review Panel's recommendation.

ATTACHMENT A

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
RFQ #07-002

RFQ COVER SHEET ATTACHMENT

Name of Organization: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID #: _____

Legal Status of Organization (Please Check One):

- | | |
|---|---|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Private-for-Profit Corporation | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Other: _____ |

Number of Years in Operation: _____

If Corporation, please indicate state and year of incorporation: _____

Does the Organization have a board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please attached a copy of the Roster, as appropriate.

Acknowledgement:

In compliance with this request for qualification, and subject to the condition thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of the proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Title

Date

Signature of Authorized Representative

Date

REQUEST FOR CERTIFICATE OF INSURANCE

To issue a purchase order to provide training, the City of Long Beach Requires you to meet the following insurance requirements. Please provide this information to your Insurance Agent. If you have already sent in your certificate of insurance or if you already have a purchase order, please disregard this.

1. **Certificate of Insurance.** A certificate of insurance, showing the City of Long Beach as the certificate holder at the address given below, must be filed with the City before a purchase order is issued. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California, or an authorized non-admitted insurer having a rating of or equivalent to A:VII by A.M. Best Company.
 - a. **Commercial general liability** (equivalent in coverage to ISO form CG 00 01 11 85 or 88), including cross-liability protection and broad form contractual liability, in an amount not less than \$1,000,000 combined single limit, the general aggregate limit must be in an amount not less than \$2,000,000. The **“City of Long Beach, its officials, employees, and agents”** must be named as additional assureds and such coverage must not be limited to the vicarious liability or supervisory role of the additional insured.
 - b. **Automobile liability** (equivalent in coverage to ISO form CA 00 01 06 92) in an amount not less than \$500,000 combined single limit per accident for bodily injury and property damage cover Auto Symbol 1 (Any Auto).
 - c. **Professional liability or errors and omissions** in an amount not less than \$1,000,000 per occurrence if you are providing accounting, actuarial, architectural, auditing, brokerage, computer programming, consulting, counseling, daycare, engineering, environmental, landscape architectural, legal, medical, nursing, pastoral, surveying, real estate, soils engineering or other professional services.
 - d. **Workers’ compensation and employer’s liability** in an amount not less than \$1,000,000 per accident if workers’ compensation coverage is required by the California Labor code.
2. **Endorsements.** All applicable original endorsements must also be filed with the City of Long Beach before a purchase order is issued, including but not limited :
 - a. An additional insured endorsement (equivalent to ISO for CG 20 10 11 85 or CG 20 26 11 85) **naming “The City of Long Beach, its officials, employees, agents” as additional insured under the general liability policy. Failure to comply with this requirement will prevent the issuance of a purchase order.**
 - b. An endorsement to each policy stating that such policy shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to the City and that the policy shall apply on a primary non-contributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to City or any employee or agent of the City.
3. **Special Risks.** Additional insurance requirements may be imposed on certain risks:
 - a. Construction contracts;

- b. Medical, daycare, excavation, drilling, trenching or shoring services, or services involving explosives or pyrotechnics;
- c. Environmental consulting, engineering or related services or operations, including brownfields redevelopment;
- d. Custom manufactured products;
- e. Products or services involving firearms, tobacco, alcohol, or controlled substances;
- f. Marine-related products and services;
- g. Aircraft-related products and services;
- h. Any unusual or high-risk activities, operations or products.

Waivers and modification to the City's insurance requirements are handled on a case-by-case basis at the discretion of the Risk Manager. Please communicate this with your insurance agent, as appropriate.